

## APPENDIX J: *Task Inventory*

<b>Task Statements</b>	
1.	Litigate difficult and complex cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
2.	Negotiate difficult and complex legal issues to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
3.	Draft, analyze, and/or negotiate current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
4.	Testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
5.	Prepare executive staff to testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
6.	Represent the Department at difficult and complex hearings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
7.	Research difficult and complex legal issues to protect the interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).

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8.	Draft opinions on difficult and complex legal issues to protect the interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
9.	Respond to difficult and complex correspondence to present the Department's position on legal issues and reduce legal risk utilizing written advocacy skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
10.	Develop strategy and tactics in the most difficult and complex disputes to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
11.	Develop strategy and tactics in the most difficult and complex litigation to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
12.	Act in a lead capacity over other professional staff who litigate cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
13.	Act in a lead capacity over other professional staff who negotiate cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
14.	Act in a lead capacity over other professional staff who draft, analyze, and/or negotiate current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
15.	Act in a lead capacity over other professional staff who testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).

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16.	Act in a lead capacity over other professional staff who prepare executive staff to testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
17.	Act in a lead capacity over other professional staff who represent the Department at hearings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
18.	Act in a lead capacity over other professional staff who research legal issues to protect the legal interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
19.	Act in a lead capacity over other professional staff who draft opinions on legal issues to protect the legal interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
20.	Act in a lead capacity over other professional staff who draft responses to correspondence to present the Department's position on legal issues and reduce legal risk utilizing written advocacy skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
21.	Act in a lead capacity over other professional staff who develop strategy and tactics in disputes to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
22.	Act in a lead capacity over other professional staff who develop strategy and tactics in litigation to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
23.	<b>Recommend legal action to Executive Staff including whether to pursue or defend a particular suit, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).</b>

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24.	Recommend legal action to Executive Staff including whether to intervene in constitutional challenges when the state is not a party, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
25.	Analyze and comment on rules and regulations related to Departmental personnel issues, programs, and policies to ensure compliance with applicable laws, rules and regulations and identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
26.	Propose new or amended rules and regulations related to Departmental personnel issues, programs, and policies to ensure compliance with applicable laws, rules and regulations and identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
27.	Train new Office of Legal Affairs (OLA) staff to ensure efficient and effective delivery of work product consistent with Departmental policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
28.	Train California Department of Corrections and Rehabilitation (CDCR) staff and others on Departmental laws, rules, policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
29.	Monitor the Department's compliance with judgments, court orders, consent decrees, and settlement agreements, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
30.	Draft difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).

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31.	Analyze difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
32.	Negotiate difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
33.	Triage difficult and complex legal issues from Departmental staff and others to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
34.	Serve as a liaison between trial counsel and the Department, assisting in difficult and complex litigation, to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
35.	Advise Departmental staff on difficult and complex legal issues, including Executive Staff, Boards and Commissions and others, to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
36.	Review curricula for Departmental staff trainings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).
37.	Create manuals on legal issues for OLA and CDCR staff to ensure efficient and effective delivery of work product consistent with law and Departmental policies and procedures to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Staff Counsel III (Supervisor).